

Town of Alburgh
Regular Selectboard Meeting Minutes
Municipal Conference Room
3/13/2023

Present: Josie Henry, Shawn Creller, Donna Boumil, Elliot Knight, Russell Duchaine, Donna Bohannon, Terry Tatro, Matthew Lefluer, Alton Brusio, Mark Stephens, Danielle James Choiniere, Jason Beaulac, Rodney James

Clerk/Treasurer Donna Bohannon opened the meeting at 6:08 PM.

Board Organization Post-Town Meeting

- Chair-
 - **Shawn Creller nominated Josie Henry, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Vice Chair-
 - **Shawn Creller nominated Russell Duchaine, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Board Clerk-
 - **Josie Henry nominated Danielle James Choiniere, Donna Boumil seconded. No other nominations. All in favor. So appointed.**
- Meeting Procedures-
 - **Donna Boumil motioned to adopt the same procedures as last year. Elliot Knight seconded, all in favor. So approved.**

Appointments

- Road Commissioner-
 - **Shawn Creller nominated Russell Duchaine, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Tree Warden-
 - **Russell Duchaine nominated Rodney James, Shawn Creller seconded. No other nominations. All in favor. So appointed.**
- Deputy Tree Warden-
 - **Josie Henry nominated Danielle James Choiniere, Donna Boumil seconded. No other nominations. All in favor. So appointed.**
- Animal Control Officer-
 - **Josie Henry nominated Molly Blais, Donna Boumil seconded. No other nominations. All in favor. So appointed.**
- Health Officer- The board received a letter of interest from Alex Goddard. Though nominated by Shawn Creller, the board preferred to invite him to a future meeting.
- Town Service Officer- After discussion, the board opted to advertise this role.
- Representative to Regional Commission-
 - **Josie Henry nominated Donna Boumil, Shawn Creller seconded. Josie Henry also nominated Donna Bohannon, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Planning Commission Members (4)- PC Chair Donna Boumil recommended reducing members from 9 to 7. The board will review for the next meeting.
- Emergency Management Director-
 - **Russell Duchaine nominated Jason Beaulac, Donna Boumil seconded. No other nominations. All in favor. So appointed.**
- Assistant Emergency Management Director-
 - **Donna Boumil nominated Josie Henry, Shawn Creller seconded. No other nominations. All in favor. So appointed.**
- Solid Waste Representative-
 - **Donna Boumil nominated Josie Henry, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Assistant Solid Waste Representative-

- **Donna Boumil nominated Danielle James Choiniere, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Northwest Fiberworx-
 - **Russell Duchaine nominated Ken Millman and Stu McGowan, Donna Boumil seconded. Josie Henry nominated Mark Stephens from the audience as he expressed interest. Elliot Knight seconded. There can be up to four members so all nominated could serve. All in favor. So appointed.**
- Deputy Registrars (Burial permits)-
 - **Donna Boumil nominated Donna Bohannon, Josie Henry seconded. No other nominations. All in favor. So appointed.**
- ARPA Committee- Three letters of interest were received.
 - **Josie Henry nominated Steve Mikel, Elliot Knight seconded. All in favor. So appointed.**
 - **Donna Boumil motioned for Josie Henry to be the selectboard liaison to this committee. Elliot Knight seconded, all in favor. So appointed.**

Subcommittee Appointments (Selectboard Members as Liaisons to the Following Subjects)

- Fire Department/EMS-
 - **Elliot Knight nominated Josie Henry, Donna Boumil seconded. No other nominations. All in favor. So appointed.**
- Planning Commission-
 - **Josie Henry nominated Donna Boumil, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Library-
 - **Josie Henry nominated Donna Boumil, Elliot Knight seconded. No other nominations. All in favor. So appointed.**
- Alburgh Family Clubhouse- Josie Henry volunteered. No objections.
- Fire Districts- Elliot Knight volunteered. No objections.
- Broadband/IT- Eliminate from list, the local broadband committee hasn't met in some time and there is already Northwest Fiberworx. IT is handled by company C2.
- Center Bay- Shawn Creller and Russell Duchaine volunteered. Danielle mentioned Jim Hokenberg offered his experience/counsel as well.
- Village of Alburgh- Russell Duchaine volunteered. No objections.
- Islands in the Sun- Donna Boumil volunteered. No objections.
- Historical Society- Elliot Knight volunteered. No objections.
- Recreation Committee- Russell Duchaine volunteered. No objections.
- ARPA Committee- Josie Henry (see motion in topic above)
 - **Russell Duchaine blanket motioned to nominate the board members above to their respective appointments. Josie Henry seconded. No other nominations. All in favor. So appointed.**

Agenda Adjustments

Russell Duchaine wanted to add Jason Beaulac's input on the new village water tower.

Approve 2/27 Minutes

- **Russell Duchaine motioned to approve these minutes. Donna Boumil seconded, all in favor. So approved.**

Visitor Input

Jason Beaulac asked about the weight limits and permits needed for Vantine Ave. The village expects heavier traffic when their tower's constructed.

- **Josie Henry motioned to delegate that the Road Commissioner handle these overweight permits which is already part of his duties. Donna Boumil seconded, all in favor. So approved.**

Town Office

Josie Henry said the trunkline phone option is still in the stage of getting quotes, the next coming from C2.

Transfer Station

Mercury bulbs picked up, paint is next. Matthew Lefluer asked about cameras, which the board is still working towards. Donna Boumil asked if time cards can be dropped off by Mondays for ease of payroll, drop-off deposits should also be done every night.

Highway Department

Rodney had a \$19,555 quote for an extended warranty on the new plow truck. It's not commission-based so the salesman has less incentive to "push" it. Tabled for next meeting.

A crack sealing estimate for three-days' work was provided for \$14,400 should the board opt to use it.

A question on the handicap sign post out front of the office was brought up after it was struck by the sidewalk plow.

- **Russell Duchaine motioned to approve to have it looked at by town handyman Nick Williams. Donna Boumil seconded, all in favor. So approved.**

New Issues

a. Junk/Nuisance property complaint: Deso Dr Ext- Donna Boumil briefed a little bit on state guidelines. After discussion, the town's ordinance was looked at.

- **Russell Duchaine motioned to send a letter to the household inviting them to the next meeting with a copy of the junk property ordinance. Elliot Knight seconded, all in favor. So approved.** The development can be copied as well when Josie Henry works on the letter.

b. Recreation Committee-Renee Creller submitted a letter that the active members of the committee dissolved their board on January 1, 2023.

- **Donna Boumil motioned to accept their letter. Elliot Knight seconded, all in favor. So voted.**

Treasurer Terry Tatro can return their funds to the town. Donna Boumil brought up the name of Parks and Recreation to better spotlight town properties. Josie Henry has forms and the board can advertise for members on the town website et al. Russell Duchaine will also work with Terry Tatro on quoting and ordering fireworks.

- **Josie Henry motioned to authorize up to \$5,000 from Rec Committee funds to use for fireworks. Elliot Knight seconded, all in favor. So voted.**
- **Josie Henry motioned for a 5-minute recess at 7:50 PM. Elliot Knight seconded, all in favor. So voted.**

c. Treasurer Position- Josie Henry said the treasurer's term expires 45 days after the 3/7 vote. Some research on treasurer or bookkeeper roles and QuickBooks was informally done with auditor Margret Brescia. Treasurer Donna Bohannon observed it may be worthwhile for the new entity/person to handle accounts payable while current office personnel handle accounts receivables, since a bookkeeper or other appointee would likely not be around the office 24/7 when the public visits. There will be a future brainstorm between auditors, selectboard members, treasurer et al on proposed duties and their breakdown. The board can then advertise for a part-time treasurer, administrator, Health Officer, ARPA and Rec Committee volunteers.

Old Issues

a. Town Card- Credit card was cancelled and new debit cards provided to Donna Bohannon, Danielle James Choiniere and Rodney James.

b. New Truck Financing-

- **Josie Henry motioned to apply for state's Municipal Equipment Loan Fund (2% interest) and credit application with truck vendor to see which has better options. Russell Duchaine seconded, all in favor. So voted.**

c. E911- Josie Henry working with Tyler Hermanson of the state to explain and evaluate recent property changes.

Financials

a. Warrants- presented and signed.

Adjourn

- **Shawn Creller motioned to adjourn at 8:24 PM. Elliot Knight seconded, all in favor. So adjourned.**

Tabled Issues

- a. NWSWD Transfer of Operations- Negotiations and planning ongoing.
- b. Surveillance Camera Quotes for transfer station/office
- c. HVAC Update

Respectfully Submitted,
Danielle James Choiniere

Zoom recording: Audio and video were recorded, but not on cloud storage. Available upon request!

~*~ These are draft minutes not slated for approval until the next regular board meeting ~*~